

CEY Bidders Conference Call
Thomas Campbell
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[SLIDE #1]

Welcome everyone to the Bidders Conference Call for the Compassion Capital Fund 2007, Communities Empowering Youth Grant Program. This call is intended to be guidance for potential applicants to the Communities Empowering Youth or CEY Program Announcement published May 30th 2007 with applications due July 10th 2007.

My name is Thom Campbell and I am the Program Manager for the Compassion Capital Fund here in Washington, DC.

As we go through the call today I'll ask everyone to follow along with the Power Point slides that you should have in front of you. I will announce the slide numbers as we go. Now there's a lot of material and information on these slides and so I will be skimming over some of it and you can go back and read through it more leisurely, as you would like to.

[SLIDE #2]

Now on slide number 2, we have an agenda for today's call—we'll talk a little bit about the purpose of the Compassion Capital Fund in general, what capacity building is, an overview of the Compassion Capital Fund, and then an overview of the Communities Empowering Youth Program, specifically. We'll talk some about how to apply, and the Grantee Selection Process, and then wrapping up with some tips on how to avoid common mistakes.

[SLIDE #3]

Slide number 3 lays out the purpose of the Compassion Capital Fund. The purpose is to build capacity of faith-based and community organizations. We do this by

increasing their effectiveness and sustainability, enhancing their ability to provide social services, expanding their organizations, diversifying their funding sources, and creating collaborations to better serve those most in need. Now, if you were selected as a CEY grantee, your job would be to build not just your own capacity but that of your collaboration partners and the community collaboration as a whole.

[SLIDE #4]

So, what is capacity building? On slide number 4, we see capacity building is essentially the heart of the Compassion Capital Fund. CCF grant funds must be used for capacity building. They may not be used for direct services. You'll see there on slide number 4 the actual definition from the program announcement of capacity building: that it is the process of implementing activities critical to the long-term viability of organizations, to increase the effectiveness of programmatic activities and organizational operations.

A good way to think about capacity building is to think about what the organization would look like after the money is spent, after the capacity building activities have been accomplished. If the funds have been used for capacity building activities, the organization will be stronger, more sustainable, and more effective. We often use the example of a food bank. The food bank, if it purchases more food, will be able to serve people right at that point, but it will not build the capacity of the food bank. If the food bank purchases a walk-in freezer, that actually expands the capacity of the program—of the organization—enabling them long-term to serve more people.

[SLIDE #5]

Slide number 5 shows the three separate programs that make up the Compassion Capital Fund. The Demonstration Program, which was started in 2002; the Targeted Capacity Building, which was started in 2003, also called the Minigrant Program; and the Communities Empowering Youth Program, which was started just last year, so, this is only the second year of the Communities Empowering Youth Program. Let's talk briefly about the other two before we get into the CEY Program.

[SLIDE #6]

The—and I do this just for context so you understand how the CEY Program fits into the overall structure of the Compassion Capital Fund—the Demonstration Program awards grants to intermediary organizations that serve as a bridge between the Federal government and smaller faith-based and community organizations. The intermediary organizations help smaller groups through training and technical assistance and competitive, capacity-building subawards. The Targeted Capacity Building, or the Minigrant Program, funds grassroots faith-based and community organizations serving distressed communities, to fund their own capacity building not another organization's, but their own capacity building.

[SLIDE #7]

On slide number 7, you'll see the Communities Empowering Youth Program, which is what we're talking about today. The CCF awards grants under the CEY Program to a lead organization that represents a community collaboration of partner organizations working to address at least one of the following service areas: gang activity, youth violence, or child abuse and neglect. Grantees assist their collaboration partners through training and technical assistance and financial assistance.

[SLIDE #8]

Now, slide number 8 presents some of the particulars of this year's competition. We will be—we anticipate making awards totaling about \$7.5 million. We expect to be giving out about 30 awards. The project period for these awards will be 36 months with three 12-month budget periods. So it will be a 3-year project with each year being a separate budget period.

So, when you are applying for this grant, you are actually applying for only the very first budget period. So, you're only applying for \$250,000, which is the ceiling on the 12-month budget period, so the ceiling on the whole 3-year project would be \$750,000. The projected start date will be, you must assume, it should be September or October of 2007.

[SLIDE #9]

Slide number 9 shows a graphic representation of the CEY Program and how it's designed. The Federal government is giving money, providing money, to build the capacity of community collaboration. They're doing this through the lead organization of the collaborative. The lead organization then provides training and technical assistance and financial assistance to the FBCO collaboration partners. All in an effort to build the capacity of the collaboration to better serve their community. Now, this is different than the Demonstration Program. If you are familiar with the Demonstration Program, the CCF Demonstration Program, it's important to take a look at how these two programs are distinct, since there has been some confusion in the past on this matter and it is easy to see why there's confusion. But they really are distinct and I want you take note of these differences.

[SLIDE #10]

In the Demonstration Program, the role of the grantee—and I'm on slide number 10 now—the role of the grantee is to act as a bridge between the Federal government and the small faith-based and community organizations. The role of the grantee in the CEY Program is as a lead organization helping to build the capacity of the collaboration.

Under the Demonstration Program, funds cannot be used to build the capacity of the grantee; that is not a focus of the Demonstration Program.

Under the CEY Program, funds must be used to build the capacity of all the collaboration partners, including the lead organizations (the "lead partner", or the "CEY grantee"). And a truly distinguishing characteristic between the two programs is under the Demonstration Program, subawards are given out competitively and may not be pre-selected. Under the CEY, financial assistance is given to pre-selected, long-term partnering collaboration organizations. We'll talk more about those issues as we move forward.

[SLIDE #11]

The Communities Empowering Youth Program Design—let's talk a little bit more about that. The focus of the CEY program is to strengthen community collaborations.

The geographic coverage area of the CEY project must be a well-defined neighborhood, city, or county. Applicants should not propose to develop projects with multiple geographic service areas or unusually large service areas like statewide projects. The applicant organization (the lead organization) and its partners must be physically located and providing services in the targeted service area.

[SLIDE #12]

On slide number 12, with regard to the community collaborations and the CEY partners (the FBCO Partners), funded CEY projects will be comprised of a lead organization that is the applicant, and at least two independent, faith-based and/or community organizations. Our agency, the ACF (the Administration for Children & Families) seeks to award funds to experienced organizations that are working through pre-existing collaborations to address at least one of the following: gang activity, youth violence, and/or child abuse and neglect.

Now, we really are looking for experience organizations with well-developed relationships with the partners and a proven track record of community involvement and providing training and technical assistance. The community collaborations and the partners are expected to remain intact for the entire 3-year project period. Now, what are we talking about when we talk about training and technical assistance?

[SLIDE #13]

There is a distinct definition in the program announcement of both of these and on slide 13, it shows training is group-based adult education and skill-building activities like workshops, classes, that sort of thing. Technical assistance is much more specific. It's consultation that is specifically customized or tailored to the needs of a particular faith-based and community organization. In the body of activities that would be considered T/TA, or the training and technical assistance, a minimum of 25% of that T/TA must be in the form of direct and individualized technical assistance—that is the one-on-one assistance to the organization's leadership, key staff, and/or the board.

[SLIDE #14]

Successful applicants under this Communities Empowering Youth Program must demonstrate, and I'm on slide 14 now, must demonstrate the ability to provide T/TA in all four of the critical areas of capacity building and I'll talk about those critical areas on the next slide. The successful applicants must also provide training and technical assistance free to their partners and provide technical assistance on a long-term, on-going basis. This is more intensive technical assistance that addresses a minimum of two capacity-building areas for each partner, and applicants must also use CEY funding to increase their own capacity, as well as the collaborating partners' and the community collaboration as a whole.

[SLIDE #15]

Now on slide number 15, we talk about the critical capacity building areas. Now there are four for the Communities Empowering Youth Program. That is leadership development, organizational development, program development, and community engagement. Now applicants must demonstrate that they have the ability to provide T/TA in all four of these critical areas to their faith-based and community organization partners.

[SLIDE #16]

Now let's give a few examples of each of these, to make this a little bit clearer. Slide number 16 shows some examples for leadership development and organizational development. Now these are only examples. This list is not exclusive of all the activities possible under these areas; it's only meant to give you an idea of some of the things that are possible under each of these areas. Now, for example, under the leadership development, an organization could undertake staff and volunteer development, training, career development.

Under organizational development, you see there, an organization could focus on developing their systems, their human resource systems, their financial or IT systems. They could beef up their policies and procedures. They could strengthen their fiscal controls. They could even work toward non-profit incorporation, if that was appropriate.

Now keep in mind under—and this comes up mostly under organizational development—that Federal funds through the CEY Program cannot be used for direct fundraising. There are some things that can be used for, like fundraising or not fundraising, but something's used for planning or strategizing around fundraising issues, but not direct fundraising. And that's a line that, if we see organization applicants that come in, we cannot fund those if they are doing direct fundraising.

[SLIDE #17]

Under the next slide, slide number 17, we talk about program development. Some of the examples in there are curriculum development, evaluation, succession planning.

Under community engagement, we're talking about things like asset mapping, community outreach, needs assessments, things like that. Under program developments, there is a need to be concerned with the difference between capacity building and direct service, because it's under program development that these two different ideas mostly come into conflict—these ideas, the capacity building versus direct service. Now keep in mind, obviously, what we've been talking about is the Compassion Capital Fund cannot be used for direct service, must be used for capacity building.

[SLIDE #18]

So, on slide number 18, we talk a little bit about the distinction between capacity building and direct service. It is a subtle distinction, so pay some attention to this and try not to cross that line. For example, appropriate capacity building activities would be researching and developing new programs or services, or developing or designing a program or program curriculum. What you couldn't do, there under direct services, is implement that program. You can design the program; you can develop the curriculum; you cannot implement that program. That would be direct service. You can't pay to have management costs, or staff costs, for folks that are working directly with the clients; that is direct service.

You can purchase program-related equipment and relatively durable supplies—not supplies that are going to disappear quickly or be used up, but supplies that would be around for sometime and expand the capacity of the program. Again, the food bank example is a good one. Capacity building activity there is purchasing the walk-in freezer. The direct service activity would be purchasing food. That pays for the service that the food bank provides but it doesn't expand the capacity of the food bank.

[SLIDE #19]

Slide number 19, the other piece of the CEY Program other than the T/TA side, is the financial assistance side. Under financial assistance, the requirements—the project requirements—include that the lead organization must issue financial assistance totaling at least 25% of the Federal award to its pre-selected partners. The financial assistance must be provided to all of the partner organizations, in addition to the lead organization. Financial assistance must be provided through partnership agreements and not through an open competition or an application process. That again is the distinction between the CEY Program and the Demonstration Program, one of the distinctions.

And the amount of financial assistance given to each of the CEY partners should be based on the need of that organization and its ability to manage Federal funds. Remember, the lead organization must also have a plan for developing its own capacity; that is a key piece of this program design. Now a word about what the Compassion Capital funds cannot be used for.

[SLIDE #20]

On slide number 20, an organization receiving CCF funds shall not, in providing CCF-funded services, discriminate against a program participant, or prospective program participant, on the basis of religion or religious belief.

Organizations that receive CCF funds may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the programs or services for which capacity building is funded using CCF monies.

[SLIDE #21]

And while we're on the subject of what CCF funds cannot be used for, moving on slide number 21, CCF funds may not pay for capacity building activities that support medical or healthcare-related activities or items, such as medical equipment or supplies or medically oriented trainings, certifications, or licensures. This is a social service program and CCF funds should pay for capacity building activities that support social service programs, not capacity building activities that support medical or healthcare-related programs.

[SLIDE #22]

Slide number 22 talks a little bit about how to apply for the Communities Empowering Youth Program. First, read the 2007 Communities Empowering Youth Program announcement. This may seem pretty standard but we have run up against some confusion in the past. Make sure you're reading the correct program announcement, that is, the 2007 CEY Program announcement. Not the 2006 one, and not any of the other 2007 CCF Program announcements. Not the Targeted Capacity Building one or the Demonstration Program announcement.

Also make sure that your organization is eligible. Develop your project strategy. Then write your application and submit your application.

[SLIDE #23]

Now on the question of eligibility, eligible organizations for this program include for-profit organizations and small businesses, non-profits with or without 501(c)(3) status, Indian/Native American Tribal governments and organizations, along with institution of higher education: private, public, or state-controlled. So, the eligibility is fairly broad, but we do not consider that foreign entities of course are eligible or rather they are not eligible to apply for this grant program.

[SLIDE #24]

If you are a 2006 CEY grantee that is a lead organization on a CEY grant, you are not eligible to apply for this funding for the 2007 CEY program. The current CEY FBCO partners are eligible to apply as lead organizations as long as their proposed 2007 project has a different geographic area, has a different programmatic focus, does not overlap with the current funded project, and does not undermine the success of the current project. Now these are special considerations regarding eligibility and there's a lot more information on this in the program announcement and I urge you to read and study the program announcement closely.

[SLIDE #25]

Also for Communities Empowering Youth Program in 2007, CCF Demonstration and Targeted Capacity Building applicants, and/or current grant recipients are eligible, but the proposed CEY project must be entirely separate from their other CCF projects or applications, if they wind up getting funded. Please note: applicant must show that any of their proposed CEY partners that also receive CCF funds through the Demonstration or Targeted Capacity Building Programs will keep their different CCF projects and activities entirely separate from each other. Again please refer to the program announcement for much, much more detail on these topics.

[SLIDE #26]

To develop your project strategy, ask yourself this question, how is your organization qualified to provide training and technical assistance to your faith-based and community organization partners in capacity building. What is your vision for what you want to do in your community collaboration and how do you make it practical? While this is not really an eligibility question, applicants to this program, remember, should be experienced organizations. They can demonstrate an ability to deliver training and technical assistance and capacity building services to faith-based and community organizations through a variety of means.

You will want to involve multiple individuals from your organization and programs from the top people to the front-line people. Your application will be better if it has input from all of those folks and just a word, if you're using a consultant, if you're

paying a grant writer, please make sure that you're involved in the process and that you're providing your input every step of the way.

[SLIDE #27]

Slide number 27 presents guidance for how to put your application together. You'll want to include the forms and the assurances that are mentioned in the program announcement. Make sure you include a budget justification.

Essentially the budget is a spreadsheet. The budget justification is how you explain the spreadsheet. If you're going to spend, for example, \$5000 on computers, how many computers are you going to buy with that money, and why do you need them? Do you need a more expensive computer than normal for a particular reason? Then you can explain that.

You also want to include the project narrative for the CEY project. The project narrative is limited to 25 pages and just a word of caution, pages beyond the first 25 will not be considered by the reviewers during the grant review. These pages must be double-spaced and in Times New Roman or Arial 12-point font, with 1-inch margins on all sides. This is all to keep it fair and to keep the playing field level. You'll want to include proof of non-profit status, if it's applicable, and essentially everything else can be included in your appendix, which has a page limit of 50 pages for this program.

See page number 17 in the program announcement for more details on the format there and there's a checklist in the program announcement on pages 24 and 25 that will help you put together your application as well.

[SLIDE # 28]

Now, the most important part of the program announcement is the evaluation criteria. This is the section that has score values associated with each paragraph in the PDF version of the program announcement that's available. The evaluation criteria begins on page 35 and runs to page 41.

The evaluation criteria section, this section is from page 35 to 41, really is the meat of the program announcement and it is the part to which you should pay the most attention because this is the part that the reviewers will use to evaluate your proposal. So, let's walk through the evaluation criteria pretty quickly, but you should study the evaluation criteria. You should read it several times and really study it and learn it before you put together your application.

The first section is the Project Summary and Abstract worth 2 points.

We're looking for a very short—maybe 350-word—abstract that describes the applicant organization, the project strategy, the collaboration partners, a well-defined service area, the needs of the service area, and the project activities. Obviously, a very outline form and a very quick summary of your project, but this is important for our purposes, so it's worth 2 points.

The Objectives and Need for Assistance is the next section worth 20 points and it's broken up into 3 separate sections, the first being the Service Area and the Needs of the Service Area.

Essentially, we want the applications to demonstrate a prior history of involvement in, and a connectedness to, a single well-defined geographic service area. Applications should not propose projects with multiple locations or service areas or unusually large service areas. That bears repeating, I know we talked about it earlier but I wanted to emphasize it again here (excuse me). The program is also looking for experienced organizations that are working in collaboration with faith-based and/or community partners in—and here's the kicker—well-developed, current collaborations to address the issues gang violence/gang activities, youth violence, and child abuse and neglect, and in the proposed geographic coverage area. The applicant organization and its partners must be physically located and providing services in the same geographic area that is the focus area under this grant.

Now, the geographic area will be evaluated on whether or not it is in a distressed community. And a distressed community is defined as a neighborhood or geographic community with an employment rate and/or a poverty rate equal to or greater than the state or national rate. The applicant must also describe the specific needs within

this well-defined geographic—(excuse me)—coverage area that can be addressed by increasing the applicant's capacity as well as the collaboration's capacity. There's a lot put into the service area and needs of service area 10 points, but it's all very important and if the reviewers don't see pieces of this, there will be points taken off of each application.

The second section under Objectives and Need for Assistance is the Applicant's Capacity Building Needs and this is pretty much like what it sounds. We want to see the application document plans for building the capacity of the applicant organization, addressing the capacity building needs of the applicant organization with regard to a minimum of 2 of the 4 critical areas of capacity building (those being, again, Leadership Development, Organizational Development, Program Development, and Community Engagement).

The third section is the Needs of the Partnering Organizations. We want to see applications that document the identity of each partner organization, a description of that organization, and a description of that organization's relationship with the lead organization, as well as the needs of each organization that they hope to be able to address through this project.

The next section, the Approach section, is worth 28 points. Essentially, the Approach section is a plan of action; it's what you're going to do with the grant funds, a description of the scope, and the detail of how the work will be accomplished. And there is a lot of overlap. Let me just say there's a lot of overlap among these different criteria sections, and one of the reasons there is so much overlap is: when you see overlap, that is a particularly important issue and a particularly important thing for you to focus on.

So, the first section under the Approach is the Capacity Building Strategy and it's worth 8 points. We want to see in the application a plan to build the capacity of the lead applicant organization, the collaborating faith-based and/or community partners, and the community collaboration as a whole, in a minimum, of course, of 2 critical areas capacity building. The applicant's strategy should be logical. It should be reasonable. It should be clearly linked to the desired results or benefits expected.

Now, the next section is worth 10 points. It's a Training and Technical Assistance Strategy. We want to see that the application demonstrates that the applicant has a proven track record in providing training and technical assistance to faith-based and community organizations. Now, this is, again we are looking for experienced organizations. We want to know that applicant organization has the ability to provide this training and technical assistance in all 4 of the critical areas of capacity building. We want to know that these activities are logical and reasonable and comprehensive and clearly linked to the desired results or benefits that are expected.

Now, keep in mind, for the purposes of this program announcement, "training" refers to group-based adult education, classes, workshops, things like that, while "technical assistance" refers to consultation that is more specifically customized to the needs of each individual partnering faith-based or community organization. Applications will be evaluated on the extent to which these T/TA plans address the 4 critical areas of capacity building set out here in the program announcement.

Now, the technical assistance provided by the lead organization must be in the form of direct and individualized technical assistance. Keep in mind the 25% requirement within the training and technical assistance activities: 25% of those activities must be in the form of this more individualized technical assistance.

The Financial Assistance Strategy is also worth 10 points. We want to see that the applications describe a strategy for building the capacity of the lead organization, of the partnering organizations, also through financial assistance. And applications will be evaluated on the extent to which it lists, first of all, lists the organizations that will be partners. Again, you're pre-selecting these partners, not giving these out competitively. You don't need to show the exact dollar amount that will be given to each organization but we will want to see the total amount of CEY funds that are designated for all the partners. And keep in mind here there's a 25% minimum for giving out—rather, the total financial assistance to all the partners must equal a minimum of 25% of the Federal award every year.

Now, the Results and Benefits Expected is worth 10 points all by itself. This is essentially what you hope to accomplish with your program. This section should identify the results and benefits expected to be derived from the project activities,

how the proposed project will affect—and this is important—how it will affect the sustainability of not just the lead organization, but the collaborating faith-based and community partners, and the community collaboration as a whole.

Now, the results and benefits proposed by the applicant must be reasonable, they must be likely, and quantified and clearly linked to, and supported by, the proposed organizational and capacity building approach.

[SLIDE #29]

Now, moving onto slide—I believe it's 29—the Organizational Profiles is the next section worth 30 points all by itself. This is the most—the biggest section in terms of the point totals, and so it's worth more than any other section, and so it's where you want to spend most of your time, I think.

The Past Experience is worth 10 points. We want to see that the applicant and its collaborating faith-based and community partners demonstrate a history of working together in a well-developed working relationship that has existed prior to the announcement of this funding opportunity.

So, we want established collaborations, pre-selected partners that all have experience and a proven track record of working within at least 1 of the social service priority areas (gang activity, youth violence, and child abuse and neglect). In addition, the lead organization must demonstrate that it has a proven track record in providing T/TA to smaller organizations including, by the way, concrete examples that should be in the application.

The next section under Organizational Profiles is also worth 10 points, the Strength of Partnerships with Collaboration Members. We want to see the applications include information on the lead applicant's relationship with its collaborating faith-based and community partners for the purposes of the CEY application. We want to see that the applications include signed letters of commitment from each of the listed collaborating faith-based and community partners that make up the CEY community collaboration. Those letters are important to showing the commitment of the partners.

The third section of the Organizational Profile section is called Organizational Capability and Staffing. We want to, on this section, make sure that the application shows how the applicant is well positioned to carry out the project, and how the proposed project fits into structure of the applicant's organization. The applicant should provide evidence, in this section, of facilities and fiscal controls and other resources that are adequate to support the project and to achieve the project goals.

The applications will be evaluated on the appropriateness of the expertise and experience of the key staff proposed to have primary responsibility for carrying out the project. The applications should demonstrate the staff's skill, knowledge, and experience in carrying out their assigned activities. We also want to see a clear record of working with faith-based and community organizations, in addition to the good technical skills. Also, if consultants or other staff from other organizations are being proposed to work on this project, we'll want to see information about the skills and experience of these staff people, as well.

The next section is the Budget and Budget Justification. The Project Budget must provide a detailed justification for the amount requested and the budget items must be clearly associated with, and necessary to, the conduct of the project as proposed. We want to see a budget that is clear and easy to understand. We want to see a budget that details the amount of funds projected during the 3-year project period to be budgeted among the collaboration, the collaborating faith-based and community partners. Keep in mind, the lead organization must budget no less than 25% annually for financial assistance to the collaborating partners.

The next section of the Budget Justification is the Last Two Years' Operating Budgets. Essentially, here, we want to make sure that the amount that you're requesting is proportional and reasonable for your organization. So, we want to see a demonstration of this by showing us the information about the size of your operating budgets during the last 2 years, the 2 most recent years that you have available. Now, you don't need a lot of detail with these budgets, but we do need enough information to be able to assess that your request under the CEY program is proportional to those budgets.

Now, the last section is a Bonus section for projects associated with Weed and Seed Sites. The CEY program encourages organizations to collaborate with Weed and Seed grantees. In order to receive these 5 bonus points, applications must contain a letter of commitment from the Weed and Seed steering committee that outlines the nature of the collaboration between the applicant and the committee. So, we want to see some proof of connection there.

[SLIDE #30]

On slide number 30. That is the end of the program announcement evaluation criteria section. Again, I urge you to go back and read that section in the program announcement as often—not as often as possible but as thoroughly as possible—so that you have a very good understanding of what this program is about. The deadline for submission, on slide number 30, again is on July 10, 2007, at 4:30 p.m. (Eastern Standard Time). Now, keep in mind, this is not a post-mark date; this is a receive date. So, do not think that because you mail it on the afternoon of July 10 that is going to be sufficient. We need to receive it before 4:30 on July 10. So, applications received after this date and time, will be classified as late and they will not be considered for funding.

[SLIDE # 31]

Now, there are two ways of submitting an application. The first is by paper copy. You can mail a paper copy or overnight a paper copy to the address in the program announcement, or you can submit an electronic version through Grants.gov, which is the government's web portal for submission of grant applications. Please note: Grants.gov has a registration process that can take up to 5 days. I urge everybody to, if you can, to use Grants.gov, but recognize that it does have a registration process that can be time consuming, and I urge you to get on it now if you think you're going to use Grants.gov. Do not wait until the day before you're due because you will not have time and you will not be able to submit your application. All the submission information is located in the program announcement again and I urge everybody to take a look at that information.

[SLIDE # 32]

Now, what's the process after we've received all the applications? The application will be screened to make sure that they were received on time and that they did not exceed the \$250,000 per year ceiling. After that, applications that passed this initial screening will be reviewed and rated by a non-Federal panel, based on the program elements and the review criteria as presented in the full program announcement that we have just discussed.

Applications that come out of the review process with the highest scores will be reviewed by Federal staff to ensure compliance with all applicable laws and Federal regulations. Now, it is at this point in the process that we may also consider other factors in our funding decisions, including geographic diversity, diversity among different types of organizations, and the service area of the proposed projects. The remaining highest scoring applications will be notified by mail that they have been successful and awards will be made and announced probably this September. It's possible they could be a bit sooner, but I seriously believe it would probably be in September.

[SLIDE #33]

Now, how to avoid some common mistakes that we see too often? We are on slide number 33. The first is, please read the correct program announcement; that is the 2007 CEY Program Announcement. Follow the format guidelines that are on page 17 of the program announcement. This is a 25-page project narrative limit, a 50-page appendix limit, double-spaced, 12-point font, those things. That is important to follow those. Include all the necessary parts of your application; you can refer to the checklist, that I mentioned earlier, that's in the application, to make sure you're hitting all the pieces.

Please try not to send in multiple versions of your application. If you must do that—if you've submitted it once and you want to submit it again because you realized you've forgotten something—if you're going to do that, please give us a letter, a cover letter, for the second one that clearly shows that's the one you want us to review. Don't make us guess which application you want us to review. You should tell us because otherwise we're going to decide.

Do not ask for more than \$250,000 per year. If you do, you will be disqualified and your application will not be reviewed.

And then submit your application with enough time to get it to the destination before the deadline, that is July 10, at 4:30.

[SLIDE # 34]

Now, I hope that this call has been able to answer some of your questions today and that it has been helpful. If you do have additional questions, I urge you to contact our call center at 800-281-9519. They're very good. They can answer your questions. If you have a question that they don't know the answer to immediately, they will take your message and they will get back with you.

This wraps up my presentation for the call. Thank you for your time and your attention. Thank you also for all you do in the community that you are servicing that helps those most in need. I wish all of you much, much success. Thank you.